

**This position is being advertised under both Delegated Examining and Merit Staffing Procedures.**

**TITLE, SERIES, GRADE:** Victim-Witness Specialist, GS-301-12

**SALARY RANGE:** \* \$60,576 to \$78,745

***\*NOTE: Salary ranges contain multiple steps. In most cases, the salary will be set at the starting end of the range for the grade level qualified.***

**TYPE OF APPOINTMENT:** Permanent/Full-Time

**PROMOTION POTENTIAL:** None

**VACANCY ANNOUNCEMENT NUMBER:** 05-WDKY-03

**OPENING DATE:** 08-08-05      **FIRST CLOSING DATE:** 08-22-05

**CLOSING DATE:** 09-07-05

First consideration will be given to applications received by the first closing date of **08-22-05**. All applications received in the U.S. Attorney's Office or postmarked by that date will be rated, ranked and referred to the selecting official if deemed qualified.

Applications received after the first closing date, will be rated, ranked and referred to the selecting official if no selection is made from the first group.

**DUTY LOCATION(S):** United States Attorney's Office, Louisville, Kentucky

**NUMBER OF VACANCIES:** One (1)

**CONTACT:** Lisa Sharber or Charlene Hood

**Phone:** (502) 625-7056 or (502) 582-6989

**TDD #:** (502) 625-7070

**E-mail for Questions Only:** [Lisa.Sharber@usdoj.gov](mailto:Lisa.Sharber@usdoj.gov) or [Charlene.Hood@usdoj.gov](mailto:Charlene.Hood@usdoj.gov)

**Send your application package to:**

U.S. Attorney's Office, WD KY  
Attn: Human Resources  
510 West Broadway, Tenth Floor  
Louisville, KY 40202-2237

***Applications sent via electronic mail will NOT be accepted.*** Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimiles will not be considered.

**WHO MAY APPLY:** Any U.S. Citizen, including well-qualified surplus and displaced federal employees (CTAP and ICTAP) in the local commuting area. Persons eligible for non-competitive appointment under a special hiring authority (See #7 of this advertisement).

**DUTIES:**

The incumbent serves as a Specialist in Victim-Witness issues, with emphasis on communication with district personnel, outside individuals, governmental and non-governmental agencies, and the general public regarding rights and responsibilities of victims and witnesses in federal court cases and the status of those cases. Responsibilities include developing and implementing specific programs to provide information and services to, and on behalf of, victims and witnesses in cases prosecuted in the district, in compliance with federal victim-witness laws and Departmental guidelines. The Victim-Witness Specialist is also responsible for planning, coordinating, and disseminating information, directly and through media outlets, regarding programs and activities of the U.S. Attorney's Office, including Victims Rights issues and prosecutions affecting victims and witnesses, to facilitate effective communication with various groups, associations, agencies, organizations, and the general public. The incumbent represents the United States Attorney on a wide range of issues to leading figures within the government, business sector, the law enforcement community, members of the media, and others and acts as a spokesperson for the U.S. Attorney. As the liaison between the United States Attorney's Office and local governmental and non-governmental entities, the Specialist is also involved with funding, implementation and evaluation of law enforcement initiatives aimed at reducing criminal victimization of members of the target communities.

**GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

**1. QUALIFICATION REQUIREMENTS** - Candidates must possess 52 weeks of specialized experience equivalent to the GS-11 grade level. Specialized experience is work in or related to the duties of the position to be filled, which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of this position.

Specialized experience for this position includes speaking to and establishing working relationships with public, civic, and special-interest groups; developing resource materials for community organizations for outreach activities; arranging or providing in-court support to victims and witnesses during hearings and trials; serving as a representative on local, state or national task forces, committees or working groups regarding victim-witness or social service issues; developing news releases and other written material for dissemination; organizing and participating in a variety of media events; making oral presentations to specialized groups and media; coordinating efforts with local, state or national victim-service providers, such as social service agencies, victim notification systems, or crime victim compensation programs.

**Selective Factor:** You must address the selective factor within your application or on a separate sheet of paper. If you do not meet the selective factor, you will be rated "not qualified."

Knowledge and skill in planning and conducting conferences, community outreach programs, workshops and training seminars.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

**2. EVALUATION METHOD** - A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

**\*\*IMPORTANT NOTE\*\*** - Applicants are strongly encouraged to address their experience and/or education related to the KSAs listed below. We suggest that you address each KSA separately in clear and concise paragraphs on a separate sheet of paper as part of your application package. **Failure to do so may result in a lower score in the evaluation process.**

**Knowledge, Skills and Abilities (KSAs):**

- A) Knowledge of victim advocacy programs, policies, regulations, and procedures.
- B) Ability to interpret and apply laws, regulations and procedures.
- C) Ability to communicate in writing.
- D) Ability to communicate orally.
- E) Knowledge of the principles, methods, practices and techniques of print and broadcast media.
- F) ***Selective Placement Factor (see above)*** - Knowledge and skill in planning and conducting conferences, community outreach programs, workshops, and training seminars.

**3. HOW TO APPLY** - This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

**Applicants must submit the following:**

(1) An Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number, grade applying for, salary information, veterans status, e-mail address, and a statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.asp> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

(2) **\*\*IMPORTANT\*\*** On a plain sheet of paper, include a supplemental narrative statement addressing each of the individual "Knowledge, Skills and Abilities" (KSAs) listed above under "Evaluation Method".

(3) Status applicants only (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

**4. ICTAP AND/OR CTAP CANDIDATES** - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

**5. VETERANS' PREFERENCE** - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

## **6. AGENCY REQUIREMENTS AND INFORMATION -**

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

***Completion of a one-year probationary period may be required.***

## **7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation

Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.

Ver. 6/14/05